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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, O/TR

~~CONFIDENTIAL~~

DATE: 10 April 1952

FROM : Chief, Language Services Division

SUBJECT: Report of Progress for week of 7 April through 11 April

1. Several interviews have been conducted with language training applicants, and a number of requests for language training outside the Agency have been approved.
2. Several new students have been enrolled for instruction at the Language Training Center. There have been no withdrawals during the week.
3. Total use of the language laboratory has been approximately 400 student hours.
4. A new member has been added to the staff of the Language Services Division in the person of the secretary to the Chief of the Division.
5. Proficiency tests in Italian and Spanish are in process of completion and will shortly be tried on advance students.
6. One member of the staff is attending the sixth CIA Orientation Course in the Department of Agriculture.
7. The entire staff attended a security lecture in the Office of Training.
- 25X1A9a 8. A meeting has been held with [REDACTED] of the Training Aids Division, with a view to determining the requirements of the Language Services Division for training aids support.
9. A quantity of teaching materials in German, French and Spanish has been stenciled and reproduced within the Language Services Division.

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[REDACTED]

Chief, Language Services Division  
O/TR

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 JOB NO. \_\_\_\_\_ FOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 63 NO CHANGE  
 IN CLASS/ [REDACTED] CLASS CHANGED TO: TS S (C) RET. JUST. 22  
 NEXT REV DATE 10 REV DATE 27/07/80 [REDACTED] TYPE DOC. 02  
 NO. PGS 1 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPTL ORG CLASS S  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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